



REQUEST FOR TRAVEL FUNDS

Date:

It is requested that \$ be set aside from account: .

These funds will be used by: .

To attend the following:

Location: .

Dates: from: to:

VA employees: Before travel funds can be reimbursed, the following approved forms must be submitted.

- 1. Authorized absence or travel authority approval memo.**
- 2. VA form 0893 (Approval to accept funds from an outside source)**

Describe how this meeting will contribute to your research. Attach program materials and abstract or invitation letter if applicable.

PI Signature	Date

Approved: ☐ Disapproved: ☐

Executive Director	Date